

Najib A. Chebli
Kornet El Hamra / High Way
Bld: Sleiman Bou Haidar / 3rd Floor
Metn / Lebanon

Personal Details:

Date of birth: 16th / March / 1977.
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Objective:

To occupy a managerial position in a large entity that offers growth potential where I can improve the company's services as well as my experiences.

Professional experiences:

April 2017 – Till Present:

Director of Operations
Lesley's Fashion / Maison Lesley

- Responsible for monthly inventory, staff scheduling and payroll.
- Responsible for the opening of new outlets
- Responsible for all kind of purchasing of materials.
- Represent the owner during his absence.
- Placing monthly and yearly budgets .

October 2009 – March 2017.

Director of Operations
Komida Group
Beirut/ Lebanon

- Overseen the day to day operations of the outlets
- Planned, directed and coordinated with the owners
- Created Menus with the Chef
- Responsible for monthly inventory, staff scheduling and payroll
- Prepared financial report to identify expenses and revenues of operations
- Maintained restaurant standards and speed of service.
- Planned, organized and executed number of planned events to attract clientele and increase restaurant popularity
- Provided staff with on-going training and feed back

to reach their full potential

- Responsible for all the outlets opening. From Forman follow up till the plan set up
- Responsible for all kind of goods purchasing
- Responsible for all kind of recruiting and training for both kitchen & service.
- Represent the Owner/G.M. during his absence.

Aug 2005 –June 2009

***Director of Operations
Poultrade
Dakar / Senegal***

- Responsible for a large number of personnel including mechanics, retailers and drivers(120 employees) .
- Responsible for the monitoring of productivity in the sales department and for quote approvals.
- Prepared daily reports to the Vice President of Operations and the General Manager on all activities.
- Motivated Employees and solved various problems.
- Organized monthly meetings to pinpoint all developments.

Aug 2003 – Aug 2005.

***Division Manager
Innscor Limited Africa.
Dakar / South Africa.***

- Market studies for the opening of new restaurants.
- Motivated and supported restaurant managers with specific issues (achieving sales goals).
- Implemented the company's business development strategies within the outlets in their area.
- Acted as a link between head office and restaurant managers.
- Created systems and policies within outlets to meet the company's overall style or image.
- Reported to head office on a regular basis on business developments and challenges in their area.
- Implemented marketing, sales and promotional campaigns.
- Stock control.
- Ensured the stores are following guidelines.

Oct 2002 – June 2003:

Executive Chef (Consultant)
La Marquise / French Bakery Corporation.
UAE / Dubai.

- Increased the sales by 45%.
- Managed 100 cooks in 10 food courts.
- Implemented training course for new recruits.

Nov 2001 – Sep 2002:

Sous Chef
Safir Heliopolitan Hotel.
Beirut / Lebanon

- In-Charge of the room service & Coffee shop.
- Member of the opening team.
- Provided training for the Kitchen & Service staff.

Mar 1997 – Aug 2001:

Sales Manager
Shah Est.
K.S.A / Jeddah

- Directed all sales activities in order to achieve of short and long term business objectives, increased profit, and market control.
- Helped budget setup and monthly reports.
- Monitored customer service, invoicing, expenditure, payments and administration costs.

As a result I have acquired the following skills

- Ensuring efficient and profitable operations
- Planning, organizing and supervising activities of associates to deliver and ensure efficient and fast customer service
- Leading, training, and empowering personnel to provide quality service to customers
- Dealing with associates complaints and concerns
- Providing a great work environment.
- Conducting seminars and activities.
- Managing daily operations
- Inventory control.
- Ensuring security of the company assets.
- Upholding the mission statement of the company.
- Leadership, good math and budgeting skills.
- Analytical thinking.
- Commercial awareness, multitasking and time management
- Working very well under pressure
- A great team leader

Personal attributes and skills

- Effective communication skills
- Ability to learn and retain new procedures
- Customers' service oriented
- Capable of working long hours.
- Self-motivated.
- Computer knowledge: (Windows, Words, Excel...etc).

Education

1994 – 1996: Received an apprenticeship or equivalent BT3.
Hotellerie & Cooking School / Dekwaneh.
Beirut / Lebanon.

1993 – 1994: School Graduate / Baccalaureate.
NDL / Zouk Mosbeh.

Languages

- Fluency in: Speaking / Reading / Writing.
Arabic / French.
- Good at: Speaking / Reading / Writing.
English & French

Interests

- Computer / Camping / Running

Reference

- Available upon request.